

No.: Y15-636

Title: Integrated Safety Management Program

Revision Date: 10/31/03

To identify and establish the organizations, roles, and responsibilities for implementation of Integrated Safety Management System (ISMS) at BWXT Y-12 L.L.C. (hereinafter referred to as BWXT Y-12).

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BWXT Y-12, L.L.C
Management Requirements

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BWXT Y-12
Procedure

Subject: Integrated Safety Management Program

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11/12/03
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11/26/03
Effective Date

Concurrence:

This document has completed the Management
Requirements process.

M.J. Keyser 11/13/03
Requirements Management

This procedure has been reviewed by an
Authorized Derivative Classifier and an
UCNI Reviewing Official and has been
determined to be UNCLASSIFIED
and contains no UNCI. This review does
not constitute clearance for public release.

Arlene B. Tapp /s/ 10/31/03
Signature and Date

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REVISION LOG**Page 1 of 1**

Revision Date	Description of Change	Page(s) Affected
10/31/03	DM/R-03-ET-038	
	Incorporate ISSM into ISM Program	All
	Change Y14-001INS to Y14-001	4, 5, 11
	Change title of Y15-202	5, 18
	Change Y15-312INS to Y15-312	5, 12, 13
	Change title of Y30-601	5
	Change title of Y90-027 "Procedure" to "Manual"	6
	Change title of Y73-164INS	6
	Change DEAR Clause reference: 970.5223-1 was formerly 970-5204-2	14
	Add Section E on Annual Corporate Independent Assessments	13
	Add Section F on DOE ISMS Verification and Assessments (S/RIDS 11289 and 11290)	13
	Add new Appendix D Checklist of Security Questions	20
	Change old Appendix D to Appendix E	21
	Administrative changes for comment resolution	All
06/20/03	DM/R 03-ET-035 – On File	
03/11/03	Earlier revisions on record.	
08/07/01	Earlier revisions on record.	
02/22/01	Earlier revisions on record.	
11/01/00	Procedure adopted for use by BWXT Y-12 Blue Sheet.	

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PURPOSE

To identify and establish the organizations, roles, and responsibilities for implementation of Integrated Safety Management System (ISMS) at BWXT Y-12, L.L.C. (hereafter referred to as BWXT Y-12).

ISMS occurs at three levels within the Y-12 organization: the site, facility, and activity levels. Although primary responsibility for ISMS lies with line management at the facility and activity levels where work is performed, worker involvement and strong senior management support at the site level is necessary to ensure successful implementation.

At the site level, the Executive Steering Group (ESG) provides policy and strategic direction, ensures that the work scope and budget process incorporates Integrated Safety Management System (ISMS) principles, and oversees and guides implementation of the ISMS across BWXT Y-12. The ESG will be chaired by the Deputy General Manager, and will ensure consistent application of ISMS principles across the company. The ESG membership is comprised of senior Y-12 management leadership and is augmented by functional area managers as deemed necessary.

At the facility level, implementation of ISMS provides the managers of line operations with the technical resources and processes necessary to fulfill their responsibilities for managing their safety envelope. Through the assignment of key technical resources to Operational Safety Boards (OSBs), work planning is accomplished using a multi-disciplined team approach so that potential hazards and risks are identified and analyzed. Integrated controls and measures are put in place to protect the worker, the public, the environment, and DOE assets (information and property). Performance assessment and feedback processes that are vital to the continuous monitoring and improvement of ISMS are utilized to assess implementation.

At the activity level, successful implementation of ISMS relies on the knowledge, skills, and safety and security commitment of the first line supervisors and workers. A disciplined approach to work execution (formalized by Y14-001, *Conduct of Operations Manual*), utilizing formal work procedures and qualified workers is fundamental to ISMS. Worker participation provides the necessary floor-level perspective to ensure that work can be executed safely and securely and that opportunities for improving safety, security, and operational efficiency are identified and implemented throughout the work process.

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APPLIES TO

All BWXT Y-12 employees who manage, supervise, support, or perform work. Since Y-12's activities and facilities are very diverse, a tailored approach based on the hazards and risks associated with the work is utilized to implement ISMS.

**OTHER
DOCUMENTS
NEEDED**

- Y12-047, *Integrated Safety Management/Integrated Safeguards and Security Management*
- Y13-002PD, *Project Management Program Description*
- Y14-001, *Conduct of Operations Manual*
- Y14-192, *Occurrence Notification and Reporting*
- Y15-187, *Integrated Safety and Change Control Process*
- Y15-190INS, *Readiness Manual*
- Y15-202, *Technical Procedure Process Manual*
- Y15-312, *Issues Management*
- Y15-331, *Lessons Learned Program*
- Y15-635PD, *Integrated Safety Management System*
- Y15-902, *Management Assessment*
- Y15-903, *Independent Assessment*
- Y17-001, *Engineering, Design and Support During Construction*
- Y17-002PD, *Conduct of Engineering Program*
- Y18-007, *Maintenance Job Planning and Execution*
- Y30-601, *Baseline Change Control*

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**OTHER DOCUMENTS
NEEDED (cont.)**

- \$ Y73-001INS, *BWXT Y-12 Industrial Safety Program*
- \$ Y73-045INS, *Automated Job Hazard Analysis*
- \$ Y73-164INS, *Subcontract Environmental Safety and Health Management Instruction*
- \$ Y73-936INS, *I Care - We Care (Safety and Health Concerns)*
- \$ Y74-001, *Authorization Agreements*
- \$ Y74-800PD, *Facility Safety Program*
- \$ Y74-801INS, *Hazardous Material Identification*
- \$ Y74-802, *Safety Basis Documents for Nuclear, PSM/RMP, and Chemically Hazardous Facilities*
- \$ Y74-803, *Change Evaluation/Major Change Determination*
- \$ Y74-809, *Unreviewed Safety Question Determinations*
- \$ Y90-027, *Conduct of Training Manual*

WHAT TO DO A. Work Scope Definition

- | | |
|-----------------|--|
| General Manager | <ol style="list-style-type: none"> 1. Charter the ESG. 2. Serve as final determining authority on areas of noncompliance with requirements. 3. Routinely conduct meetings with workers and formally communicate ISMS expectations through management chain. 4. Ensure Division Managers, Directors, Managers, Supervisors and Employee's ES&H and ISMS performance are evaluated as part of the Performance and Development Process (PDP). |
|-----------------|--|

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A. Work Scope Definition (cont.)Deputy General
Manager

5. Develop the leadership expectations for line management ISMS roles and responsibilities and communicate those expectations.

Those expectations are found in Appendix A, *Line Management ISMS Roles and Responsibilities*.

6. Approve the charter and chair meetings of the ESG and make decisions on the ISMS policy and practices for Y-12.
7. Routinely hold meetings with individual Division Managers and Directors on ISMS implementation.

Executive
Steering Group

8. Support and assist the Deputy General Manager as described in Y15-635PD, *Integrated Safety Management System*, and the ESG Charter.
9. Approve and promulgate Y-12 ISMS policies and procedures, including assuring appropriate reviews are conducted for changes to key safety-related complex level procedures to ensure changes are properly planned and integrated.
10. Ensure ISMS principles are incorporated in business plans and budgets, that budget priorities are appropriately balanced with regard to mission-related and ISMS priorities, and that ISMS is properly planned into work activities.
11. Establish strategic goals and direction for Y-12's ISMS program.
12. Ensure timely review of issues relating to ISMS, such as abnormal trends, significant occurrences, etc., and provide direction and guidance for issue resolution.

Functional
Area Managers

13. Present site-level issues to the ESG for resolution.
14. Participate in ESG meetings as requested, to report on activities within the functional area.

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B. Work Planning, Control, and Authorization

Organization
Manager or
System Owner

1. Ensure appropriate safety basis documentation is maintained for the facility.
 - a. Based on participation, review, and recommendations from the OSB, submit safety basis documents, including revisions and annual updates, as required by Y-12 procedures Y74-800PD, Y74-802, Y74-803, and Y74-809.

Safety basis documents include Safety Analysis Reports (SARs), Technical Safety Requirements (TSRs), Basis for Interim Operations (BIOs), Operational Safety Requirements (OSRs), Hazard Evaluation Reports (HERs), and material submitted to DOE in support of an Unreviewed Safety Question (USQ).
2. Ensure preparation of Authorization Agreements for facilities having safety basis documents in accordance with Y74-001, *Authorization Agreements*.
3. Ensure proposed work in the facility falls within the facility's safety basis and Authorization Agreement before it is executed, and that the hazards have been identified and analyzed and the necessary controls have been identified and are integrated before the work is authorized and/or placed on the facility's plan of the day.

NOTE: Recommendations for determining membership of the OSB are included in Appendix B, *Operational Safety Board Recommended Membership and Required Training*.

4. Establish an OSB to assist the managers of operations in the safe and secure execution of work in their facility within the authorization of the facility's safety envelope and security requirements.
 - a. Establish a facility-level or organization-level OSB for Category 2 or Category 3 Nuclear Facilities, or as directed by Senior Management.
 - b. Establish a system-level OSB for plant systems designated through Y15-001INS, *Grading Criteria for Y-12 Facilities and Systems*, and the facility safety analysis program as Grade 1 or Grade 2 if the system is not owned by the facility operations organization (for example, the Criticality Accident Alarm System [CAAS] and the Fire Protection Systems owned by Plant Shift Superintendent [PSS] and Fire Department, respectively).

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B. Work Planning, Control, and Authorization (cont.)

NOTE: Examples of OSB charters are included in Appendix C as a reference tool only. Each charter will be unique to the organization and may be tailored according to the roles and responsibilities assigned by the individual organization managers.

Organization
Manager or
System Owner

5. Submit OSB charter(s) to their Organization Division Manager for approval.

OSB charters include a listing of primary and alternate OSB members by job title or position. The charters also designate responsibilities of OSB membership in planning, review, and execution of operational work, maintenance activities, construction projects, and maintenance of the facility safety envelope.

The Organization Manager or System Owner evaluates the training requirements of the OSB and documents additional training requirements in their charter.

6. Ensure all primary and alternate members meet the minimum training requirements as defined by Appendix B of this procedure.

Organization
Division Managers

7. Approve OSB charters submitted from their organization.
8. Ensure that the ISMS program is implemented throughout responsible organization and ongoing operations.

NOTE: The Checklist of Security Questions in Appendix D may be used to aid planning of work in conjunction with Y73-045INS, *Automated Job Hazard Analysis*.

Operations
Manager,
System Owner,
or Organization
Manager

9. Utilize the OSB as specified in site procedures for planning of work activities, technical reviews of documentation, configuration control of the facility's structures, systems, and components (SSCs), and the development and maintenance of safety basis documentation, procedures, and training materials.

The Operations Manager, assisted by the OSB, ensures that the security measures and safety controls are integrated such that work is accomplished safely and securely.

10. Approve the recommendations of the OSB and authorize work to be performed.
11. Evaluate ongoing operations to ensure compliance with ISMS program.

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B. Work Planning, Control, and Authorization (cont.)OSB Members
and Designates

12. Review documents and packages submitted to the OSB in accordance with plant procedures.

This review ensures the activity:

- a. Is properly scoped and hazards and risks are identified and analyzed.

NOTE: The Checklist of security questions in Appendix D may be used to aid planning of work in conjunction with Y73-045INS, *Automated Job Hazard Analysis*.

- b. Hazard controls and security measures are properly developed and implemented,
- c. Work is performed within control limits established by the facility's safety basis, and
- d. Is evaluated for adequacy of controls.

13. Recommend to the Operations Manager approval of the document or package based on their review.

14. Recommend additional craft workers, support personnel, or subject matter experts, as appropriate, to participate during OSB planning and reviews.

This is accomplished on a case-by-case basis by recognizing the workers who are most knowledgeable of the specific activity or problem being evaluated.

OSB Members
and Designates

15. Consult relevant technical information including Material Safety Data Sheets (MSDS), schematics and drawings, field walkdown notes, and other technical data to develop adequate technical bases for decisions involving hazardous materials or activities.

Workers

16. Participate as requested by the Operations Manager, System Owner, or Organization Manager in the planning of work activities (operational or maintenance work) including the definition of the scope of work to be performed, hazard and risk identification and analysis, and in the development of controls and measures for the work.
17. Report near misses, potential safety hazards, and security risks.
18. Exercise stop work authority if required per Y73-001INS, *BWXT Y-12 Industrial Safety Program*.

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B. Work Planning, Control, and Authorization (cont.)

- | | |
|-----------------------------|--|
| Workers | 19. Provide suggestions for safety, security, or operational improvements to immediate supervision or through the No More Surprises/ I Care-We Care Program. |
| Technical Support Personnel | 20. Participate on the OSB as required by procedure, or as requested by the OSB Chairman. |
| | 21. Provide subject matter expertise so that applicable technical, environment, safety, health, and security requirements are included in the planning, review and execution of work activities. |
| Facility Tenants | 22. Participate as members on the OSB for the facility where the tenant resides in accordance with OSB Charter. |

NOTE: The Checklist of Security Questions in Appendix D may be used to aid planning of work in conjunction with Y73-045INS, *Automated Job Hazard Analysis*.

- | | |
|--|---|
| Maintenance/
Utilities/Const. Eng./
Power Ops/
Requesters of
Subcontractors
or other Support
Personnel | 23. Ensure any work activity that changes or affects the status of: |
| | \$ Operations |
| | \$ Equipment important to safety or security |
| | \$ Protection of worker or environment |
| | \$ Controls, measures, indications, or alarms |

is authorized by the Operations Manager, System Owner, or Organization Manager prior to beginning work in accordance with Y14-001, *Conduct of Operations Manual*.

C. Assessments and Feedback

- | | |
|--|---|
| Executive Steering Group | 1. Review ISMS status and provide site-level guidance and oversight of ISMS. |
| | 2. Review corrective actions and status of Red Alert Lessons Learned to ensure appropriate management action is taken if commitments are not being met. |
| | 3. Monitor status of ISMS implementation on a regular basis. |
| Organization Division Managers and Directors | 4. Ensure self-assessment and improvement programs are effective in ensuring operations within required safety envelopes and security requirements. |

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C. Assessments and Feedback (cont.)

- | | |
|-----------------------------|---|
| Organization
Manager | <ul style="list-style-type: none">5. Implement a comprehensive self-assessment program that accomplishes the following:<ul style="list-style-type: none">a. Monitor work, maintenance, and verify ISMS implementation in accordance with the requirements of this procedure.b. Ensure review of abnormal events are performed in accordance with Chapter 6 of the Conduct of Operations Manual and that reportable event critiques are performed in accordance with "Occurrence Reporting" requirements.c. Ensure compliance with Y15-902, <i>Management Assessment</i>.6. Ensure findings are resolved in accordance with Y15-312, <i>Issues Management</i>.<p>Findings may be identified through critiques, internal and external assessments, management assessments, etc.</p>7. Establish a process, with assistance from the OSB, to screen for lessons learned that are applicable to their facility, share them with employees working in the facility, and utilize them in work planning, hazard and risk identification and analysis processes in accordance with Y15-331, <i>Lessons Learned Program</i>. |
| Operations
Manager | <ul style="list-style-type: none">8. Execute management reviews and post-job critiques in accordance with Chapter 6 of the Conduct of Operations Manual. |
| Operational
Safety Board | <ul style="list-style-type: none">9. Participate in self-assessments, management reviews, and incident critiques as requested by the Operations Manager.10. Assist in the development and implementation of corrective actions, planned improvements and lessons learned. |
| Workers | <ul style="list-style-type: none">11. Participate as requested in compliance reviews, safety assessments, incident investigations and facility walk downs.12. Participate as requested in the development and implementation of corrective actions, planned improvements and lessons learned. |
| Quality
Assurance | <ul style="list-style-type: none">13. Perform independent assessments of ISMS implementation and the organizational self-assessment programs. |

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D. Maintaining the ISMS Program Description

In accordance with Y15-635PD, *Integrated Safety Management System*, the ISM program manager is responsible for maintaining the integrity of the processes that integrate the ISMS program by reviewing changes to current and newly proposed implementing procedures listed in Appendix B to Y15-635PD. To aid in this review process Appendix E to Y15-636 may be used.

E. Annual Corporate Independent Assessment

DOE Policy 450.4, *Safety Management System Policy*, defines the expectations that DOE facilities will be operated in accordance with ISMS. Department of Energy Acquisition Regulation (DEAR) further defines those expectations and implements them via contractual requirements. DEAR clause 970.5223-1 requires the contractor to measure ISMS effectiveness on an annual basis. To fulfill this requirement, the BWXT -12 general manager commissions a corporate team to perform an independent review of the BWXT Y-12 ISMS. The Corporate ISMS Review team conducts the review using Criteria and Review Approach Documents developed consistent with continuing core expectations. The scope of the site-wide Corporate ISMS Review is tailored to evaluate existing ISMS performance concerns noted in the FIWG quarterly reports and assess management areas of interest. The results of the Corporate Independent Assessment constitute the annual report on ISMS. NNSA YSO participates in the Corporate Independent Assessment as observers and provides feedback.

F. DOE ISMS Verification and Assessments (S/RIDs 11289 and 11290)

BWXT Y-12 will cooperate fully with ISMS verification teams and assessment teams from DOE. BWXT Y-12 will provide administrative support and make relevant facilities and materials available for these assessments as requested by DOE.

Corrective Action Plans (CAPs) will be prepared to address opportunities for improvements (OFIs) from ISMS verifications and to address findings from assessments and other oversight activities in accordance with procedure Y15-312, *Issues Management*. BWXT Y-12 will utilize a graded approach as allowed by DOE P 450 and incorporated in Y15-312, considering the significance of the OFIs and findings, unless otherwise directed by DOE. After receiving the final report for ISMS verification with OFIs or the assessment report with findings, BWXT Y-12 will prepare the CAPs within 30 days or 60 days, respectively unless otherwise directed.

BWXT Y-12 will complete corrective actions in a timely manner in accordance with the approved CAP. CAPs will be tracked and effectiveness of these actions will be verified in accordance with Y15-312. Verification will be done on a sampling basis unless otherwise instructed.

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RECORDS

Records generated as a result of this procedure are maintained in accordance with BWXT Y-12 records management practices and established retention and disposition schedules and include:

\$ OSB Charters (Step B.4 through B.7)

**SOURCE
DOCUMENTS**

\$ Department of Energy Acquisition Regulation (DEAR) 970.5223-1

- S/RID: RUID 11289 for ORO 0 450, Chapter V, ORO Integrated Safety Management Program

\$ Y15-635PD, *BWXT Y-12 Integrated Safety Management System*

APPENDIXES

A. *Line Management ISMS Roles and Responsibilities*

B. *Operational Safety Board Recommended Membership and Required Training*

C. *Examples of OSB Charters*

D. *Checklist of Security Questions*

E. *Review Instructions and Checklist*

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APPENDIX A
LINE MANAGEMENT ISM ROLES AND RESPONSIBILITIES
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BWXT Y-12 will ensure that:

1. Line management is responsible for the protection of employees, the public, the environment and DOE assets (information and property). (*Line management includes all levels of contractor and lower tier subcontractor employees managing or supervising employees performing work.*)
2. Clear and unambiguous lines of authority and responsibility for ensuring ES&H and security performance are established, documented, and communicated prior to starting work, including the stop work policy.
3. Each employee understands that he/she is responsible and accountable to help ensure his/her safety and security, and the safety and security of their coworkers and the protection of DOE assets (information and property).
4. Active worker involvement is fostered in our ES&H program, including job safety analysis, and pre-job and post-job safety reviews.
5. Personnel possess the experience, knowledge, and skills that are necessary to safely and securely fulfill their responsibilities.
6. Protecting employees, the public, the environment, and DOE assets (information and property) is integrated into work activities as they are planned and performed.
7. Before work is performed, the associated hazards and risks are identified, an agreed-upon set of ES&H standards and security requirements are evaluated, and controls and measures are established.
8. Controls and measures to prevent and mitigate hazards and risks are tailored to the work being performed and associated hazards and risks.
9. ES&H and security expectations are established, and everyone is held accountable for them.
10. ISMS requirements and accountability flow down to subcontractors.
11. A thorough, timely review/investigation of incidents is conducted, including those involving employee injuries. When the accident results in a time away from work injury, the Division Manager or Program Director of the organization which incurred the time away from work injury will meet with the injured person and their manager within three (3) working days of the event to make sure adequate steps are being taken to prevent recurrence and determine lessons learned.

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12. A Division Manager or Program Director inspection and feedback process exists to continually check the adequacy of work processes, procedures, equipment, worker attitudes/PPE application, correct deficiencies when identified, and to utilize lessons learned for continuous improvement. This includes walkdowns conducted at least quarterly by the Division Manager or Program Director. Deficiencies identified will be provided to the appropriate Division Manager or Program Director for corrective action.
13. Management is actively engaged in the implementation, assessment, feedback and improvement of our ES&H program and security.
14. ES&H and security values are appropriately considered as Y-12 priorities are established.
15. The Deputy General Manager and designated Division Managers or Program Directors will conduct routine facility inspections. The intent is to cover the operating facility yearly.

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APPENDIX B
OPERATIONAL SAFETY BOARD RECOMMENDED MEMBERSHIP
AND REQUIRED TRAINING
(Page 1 of 2)

The assignment of key operations personnel and the matrixing of the technical, safety, and security subject matter experts to the Operational Safety Board (OSB) chairperson, and their expected roles and responsibilities, are formalized through OSB charters. OSBs will be formed and chaired by one of the following:

1. Operations manager in Category 2 facilities and as designated by the organization manager in lower hazard facilities,
2. System owner for plant systems designated through Y15-001INS, *Grading Criteria for Y-12 Facilities and Systems*, and the facility safety analysis program as Grade 1 or Grade 2 if the system is not owned by the facility operations organization (for example, the CAAS and the Fire Protection Systems are owned by PSS and Fire Dept., respectively), or
3. Organization manager for operating organizations that are responsible for Category 3 or lower hazard facilities.

Primary OSB membership should include:

1. Chairperson (Operations Manager, System Owner, OR Organizational Manager)
2. Representative from Safety and/or Industrial Hygiene
3. Criticality Safety (in Nuclear Facilities)
4. Radiological Control (in facilities with radiological areas)
5. Engineering Representative (for facilities with an assigned Design Authority)
6. Facility Safety Representative (in Nuclear, PSM/RMP, and Chemically Hazardous Facilities)

The remaining membership of the OSB may include a wide range of disciplines that, depending on the activity, are called upon to participate in work planning, development of documentation, hazards identification and analysis, or safety and technical reviews on an as-needed basis.

Members may include:

- \$ Shift manager or first line supervisor,
- \$ Program or process subject matter experts,
- \$ Facility tenant managers,
- \$ ES&H support personnel assigned to the facility (nuclear criticality safety engineer, radiological control engineers, industrial hygienist, safety representative, etc.),
- \$ Y-12 engineering,
- Security Subject Matter Experts,
- \$ Maintenance coordinators, planning specialists, or supervisors
- \$ Procedure writers, and
- \$ Training Specialists
- \$ Workers, as appropriate.

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Primary OSB members and alternates shall be initially trained to perform their respective functions on the board. Re-qualification will be performed every two years, by completing the established OSB re-qualification course. At a minimum, primary members and alternate OSB members shall receive training as follows:

- \$ HAZCOM for Supervisors
- \$ Y14-192, *Occurrence Notification and Reporting*
- \$ Y15-187, *Integrated Safety and Change Control Process*
- \$ Y15-202, *Technical Procedure Process Control*
- \$ Y15-636, *Integrated Safety Management Program*
- \$ Y73-045INS, *Automated Job Hazard Analysis*
- ISSM Overview Video

Newly assigned primary and alternate members shall be qualified to perform their duties within six months of appointment and will be considered "OSB Members In-Training." In the interim, the OSB may still function in all aspects provided that at least one member has received all of the required training and meets all of the qualification requirements.

Actual module numbers for this and/or equivalent training will be determined by the Y-12 Training Manager and documented. Additional training for a specific OSB shall be determined by the Organization Manager or System Owner.

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APPENDIX C
EXAMPLES of OSB CHARTERS
(Page 1 of 1)

Visit ISMS Home Page at

<https://home1.y12.doe/esh/isms/osb.htm>

for examples of Operational Safety Board (OSB) Charters

Reference Only Listing:
Y-12 Operational Safety Boards

Analytical Chemistry (9995)
Analytical Chemistry (Union Valley Facility)
Assembly
Beryllium OSB – Development Divisions
Depleted Uranium Operations
Enriched Uranium Organization (9206, 9212, and 9215)
Environmental Compliance
Fire Protection Operations
General Manufacturing
Industrial Hygiene
Material Control Organization
Metrology Services
Plant Shift Superintendent (PSS)
Power Operations
Product Certification
RADCON Organization
Safeguards and Security
Special Material Organization (9225-03) (Y/EN-7638)
Special Material Organization (9204-2)
Technology Development
Utilities Operations

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APPENDIX D
Checklist of Security Questions
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ISSM CHECKLIST		
Note: Review the security plan for the facility or area to ensure adherence to current requirements		
Yes	No	
1		Is this a new work scope or a repeat job that has not been done in the past 12 months or have the security requirements in the area changed? See Note 1.
		If no, use security requirements from last job. Skip remaining security questions.
		If yes, proceed to next question.
2		(Part 1) Are the requirements for this work generated from a classified or unclassified sensitive document and (Part 2) Does the job involve the potential use of uncleared workers or uncleared visitors? See Note 2.
		If yes to both parts of question, contact S&S SME.
3		(Part 1) Is the work within or at the boundary of a Limited Area, Exclusion Area, Protected Area, or Material Access Area and (Part 2) Does the job involve the potential use of uncleared workers or uncleared visitors? See Note 2.
		If yes to both parts of this question, contact Facility Security Representative.
4		(Part 1) Is classified matter or sensitive matter in the area and (Part 2) Does the job have potential for involvement of uncleared workers or uncleared visitors? See Note 2.
		If yes to both parts of question, contact S&S SME.
5		Does the job involve electronic or electrical systems?
		If yes, contact S&S for advice and assistance.
6		Does the job involve routing, rerouting, or interface with classified or unclassified sensitive telecommunications or data lines?
		If yes, contact S&S, Computer Security, and Telecommunications.
7		Are there any Operational Security issues that have not been addressed?
		If yes, contact S&S SME.
8		Does job potentially involve the use of foreign workers or foreign visitors? See Note 2.
		If yes, contact S&S SME.
9		Are computers, lap tops, automated functioning equipment, cameras, image recording devices, audio recording devices or subvendor electronic equipment involved?
		If yes, contact S&S SME.
		NOTE 1: Each job should have an initial checklist completed to be able to reply with a "NO" to the part of the question or "a repeat job that has not been done in the last 12 months."
		NOTE 2: Remember access authorization requirements of need-to-know and appropriate security level required.
		NOTE: Call a security representative if you have any security questions not covered in the checklist.

 Name

 Date

NOTE: Checklist may be maintained with AJHA Checklist.

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APPENDIX E
REVIEW INSTRUCTIONS AND CHECKLIST
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Review Instructions:

Instructions for review of proposed modification to documents listed in Appendix B to Y15-635PD, *Integrated Safety Management System (ISMS)*, and for review of new site level procedures to determine impacts to the integrity of BWXT Y-12 ISMS.

The ISM program manager or designee will periodically (approximately every two weeks) review the procedures posted for review at the following URL:

https://www-internal1.y12.doe.gov/scripts/Y12/ProcReview/y12pro_review.cfm

The attached check list will be used to determine the impact to the ISMS. In Part I list the document number, title and revision date. In Part II check the type document being reviewed as modification to document in Appendix B to Y15-635PD or a new site level procedure. In Part III mark the answers to the five (5) questions listed as either yes or no. Make clarification comments under notes, if needed. In Part IV declare the modification as a non-intent or an intent change to Y15-635PD. If the change is an intent change to Y15-635PD, justify the change in Part V and request a Document Modification/Request (DM/R) from the SME of the modified document reviewed. Sign and date the form in Part VI.

Changes will be periodically reviewed with NNSA/YSO for information and concurrence.

Subject: Integrated Safety Management Program

APPENDIX E
(Page 2 of 3)**Checklist:**

Review modified documents for impact to Y15-635PD and Y15-636. Use the following checklist.

I. List Documents to Review:

1. List document number:
2. List document title:
3. List revision date:

II. Check Type Document Review as:

_____ 1. Modification to document listed in Appendix B to Y15-635PD

Or

_____ 2. New Site Level ISM Implementing Procedure

III. Check Answer to Questions:

Yes No

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Does modification delete an existing requirement in Y15-635PD & Y15-636? |
| _____ | _____ | 2. Does modification create a new requirement in Y15-635PD & Y15-636? |
| _____ | _____ | 3. Does modification initiate a responsibility in Y15-635PD & Y15-636? |
| _____ | _____ | 4. Does modification alter the objectives or criteria of Y15-635PD & Y15-636? |
| _____ | _____ | 5. Does modification redefine actions that may cause an adverse or unanticipated impact? |

Signature

Date